

TRAINING ANNOUNCEMENT

Tom Wagner, Delaware's Auditor of Accounts, is pleased to announce that his office is jointly sponsoring a training session with the local Dover Capital Chapter of the Association of Government Accountants (AGA) on November 19-20, 2009. The two-day training will be on "Professional Interviewing Skills." The AGA was started in 1950 and it supports the careers and professional development of State, federal, and local government finance professionals. The Association offers education, research, publications (also available online), certification, and conferences to anyone who works in a financial-related field. To learn more about AGA, please visit their website at www.agacgfm.org. Tom would like to encourage all government finance professionals to join the Dover Capital Chapter of AGA to help with their professional development.

Professional Interviewing Skills

Date: November 19-20, 2009

Time: Registration and Continental Breakfast: 8:00 am to 8:30 am
Class: 8:30 am to 4:30 pm
Lunch and afternoon snack will be served
November 19 lunch – marinated chicken breast, salmon steak, soup or salad, rolls, dessert, and beverage
November 20 lunch – baked ham, baked ziti, soup or salad, rolls, dessert, and Beverage

Instructor: Hugo A. Holland, J.D., CFE

Location: Polytech Adult Education
823 Walnut Shade Road
Woodside, DE 19980

CPE's: 16

Course Level: Basic

Prerequisite: None

Who Should Attend:

- Certified Fraud Examiners and other fraud investigators.
- Loss prevention and security professionals.
- Internal and external auditors.
- Forensic accountants, lawyers, and law enforcement personnel.
- Business managers and professionals who conduct interviews on a regular basis.

Cost: \$425 for AGA Members
\$450 for Non-AGA Members

"Professional Interviewing Skills" will teach you how to ask the major interview questions and avoid interview pitfalls, evaluate the interviewee's responses for signs of deception and enhance your effectiveness as an interviewer. By enhancing your interview techniques you will get more information, more insight, and less deception from everyone you interview. Even experienced professionals will improve their interviewing skills with this renowned course.

You will learn:

- Personality styles and interviewing.
- Interviewing witnesses.
- Introduction to statement analysis.
- Analysis of the subject's narrative and terminology.
- Semantic indicators of deception.
- Steps in an admission-seeking interview.
- How to take confessions and signed statements.

Hugo A. Holland currently teaches advanced criminal courses, including advanced investigative techniques, at numerous police academics throughout Louisiana, and regularly instructs prosecutors on various topics in almost a dozen states and at the National College of District Attorneys. He also teaches for the Louisiana Judicial College, the training arm for Louisiana judges, and for the Louisiana's Legislative Auditor.

Mr. Holland has handled over a hundred jury trials, hundreds of grand jury investigations, and conducted or supervised thousands of felony investigations. Mr. Holland is a special Assistant District Attorney in several jurisdictions in Louisiana, handling high profile sex, homicide, and public corruption cases around the state, one of which was recently highlighted by *CBS News 48 Hours*.

Mr. Holland is a member of the bars of Louisiana, Texas, numerous federal courts, the Louisiana District Attorneys Association, the National District Attorneys Association, and various local and regional organizations related to law enforcement, including the Louisiana Attorney General's Internet Crimes Against Children Task Force for which he is the legal advisor.

All attendees are required to mail or fax the registration form along with a check payable to the Office of Auditor of Accounts to Ms. Beth Draper, Administrative Specialist, 401 Federal Street, Suite 1, Dover, DE 19901 or fax to 302-739-2723, by November 6, 2009.

If you are a State Agency and require an Intergovernmental Voucher (IV), please provide the following information on the registration form: Contact Name and State Location Code (SLC). The Office of Auditor of Accounts will prepare the IV and send to Agency.

If you have questions, please contact Ms. Beth Draper, at 302-857-3903 or Ms. Kimberly Zink, Support Services Administrator, at 302-857-3904. Thank you for your interest and we look forward to seeing you there!

**OFFICE OF AUDITOR OF ACCOUNTS
REGISTRATION FORM
FOR
PROFESSIONAL INTERVIEWING SKILLS**

NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

CHECK THE AMOUNT ENCLOSED:

☐

\$425 AGA Member

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\$450 Non-AGA Member

PLEASE MAKE CHECK PAYABLE TO THE OFFICE OF AUDITOR OF ACCOUNTS.

OR

IF YOU ARE A STATE AGENCY AND REQUIRE AN INTERGOVERNMENTAL VOUCHER (IV), PLEASE PROVIDE THE FOLLOWING:

CONTACT NAME: _____

SLC: _____

Note: The Office of Auditor of Accounts will prepare the IV and send to Agency

REGISTRATION FORM AND PAYMENT MUST BE RETURNED TO THE OFFICE OF AUDITOR OF ACCOUNTS BY 11/6/09

PLEASE RETURN THE FORM AND CHECK TO:

Ms. Beth Draper
Office of Auditor of Accounts
Townsend Building, Suite 1
401 Federal Street
Dover, DE 19901
SLC: D370A